

# **Editorial Guidelines for *Natural Resource Year in Review*—1999**

The *Natural Resource Year in Review* report is published annually by the National Park Service, Natural Resource Information Division of the Natural Resource Program Center

## **Purpose**

To increase interest in, understanding of, and support for the scientific role of the National Park Service in managing parks and their natural resources

## **Content**

Concise and popularized feature articles, short stories, essays, and calendar items that analyze significant natural resource management and science issues, trends, and activities in the national park system for the calendar year

## **Audience**

NPS, Departmental, and other governmental leaders  
Research and other natural resource management partners  
Academic institution-based natural resource management programs  
Members of Congress  
Conservation organizations  
Science and environmental reporters  
Park staffs  
Lay public

## **Review**

Articles reviewed and approved by Superintendent and Associate Regional Director for Resource Stewardship and Science or Natural Resource Program Center division chief before submission. After submission, reviewed by Deputy Associate Director, Natural Resource Stewardship and Science for policy matters.

## **Format**

Periodical. Printed and on-line versions. Illustrations. Two-color. Professional design. Computer composited. Approximately 80 pages.

## **Publication Schedule**

Published once annually, as follows:

Article proposals due:	November 20, 1999
Author's deadline:	Approximately January 1, 2000
Release:	May or June, 2000

## ***Year in Review* On-line**

The *Natural Resource Year in Review* is published on-line at <http://www.nature.nps.gov/pubs/yir>. Back issues are available in HTML and PDF formats.

## Editorial guidelines

The editorial guidelines for the *Natural Resource Year in Review* reflect the publication's broad, educational purpose. The goal is to summarize and analyze significant issues, trends, and activities in natural resource stewardship and science in the national park system for the calendar year. The approach is to capture the year in a concise and engaging presentation of representative articles, essays, short stories, and illustrations. Chapters consolidate diffuse information to illustrate themes for the year. Articles are brief and analytical, yet easy to understand. Headlines describe results, signifying the importance of the activities. Captions recount main points in stories, providing quick access to information. Illustrations focus on the natural resources, giving the publication strong visual appeal. Professional design and two-color printing complement the quality of the information.

The *Year in Review* presents a concise overview of the state of natural resource management in the park system for the calendar year. It stimulates dialogue between parks, program offices, and partners and in this regard is valuable for an internal audience, but it also has an important outreach function. For example, it demonstrates the importance of partnerships in fulfilling the NPS resource preservation mission and encourages continued and new alliances. For those interested in accountability, the report features results. Academic institutions find real-world, contemporary applications of science in resource management in the *Year in Review*, material that may interest students preparing for careers in natural resource management in issues of concern to the National Park Service. Science and environmental reporters may find fodder for further exploration in the popular media. Finally, the public is reminded of the complexity of caring for park natural resources and the critical role of professionals in this role.

## Content

Contributions to the publication are from parks, regions, program offices, partners, and other sources. They describe the professional, natural and social science expertise being applied in parks in innovative ways to understand and address various resource management issues, in particular to prevent natural resource degradation and to restore resource health. Contributions explore issues, trends, and activities in parks, innovation and professionalism, outstanding team or individual contributions, project results or emerging issues, annual achievements or management dilemmas, natural and social science highlights, and testimony to the complexity of managing national parks in modern landscapes. Articles that report GPRA (Government Performance and Results Act) results for natural resource preservation goals are so indicated.

## Organization

The *Year in Review* begins with an introduction that puts the task of natural resource preservation in context with the times and NPS mission. It concludes with an essay that addresses the future for resource stewardship in the parks. The heart of the report consists of approximately 50 brief articles and 30 short stories in six to eight chapters that illustrate one or more of the following themes:

- (1) **A Spectrum of Challenges**—the broad spectrum of challenges to natural resource preservation in parks today;
- (2) **NPS Science**—the scientific role of the National Park Service;
- (3) **Partners in Science**—the invaluable contributions of partners in conducting research and providing technical expertise and other resources for application in park management;
- (4) **Resource Disturbances**—disturbances to park natural resources;
- (5) **Resource Restoration**—restoration of those resources;
- (6) **New Horizons**—the development and use of legal, administrative, and technological tools in attacking resource management problems; and
- (7) **Resource Interpretation**—the role and benefits of public education in a natural resource management program.

In addition, the report profiles personnel in resource stewardship, provides updates of ongoing issues, and distills the year's highlights in a calendar.

### **Article Proposals**

Material for the *Year in Review* is developed from proposals, solicited annually during fall, for articles by parks, regions, program offices, and partners and from other sources. Proposals identify an author and briefly explain the idea for the article, pointing out the national or regional significance of the subject matter and its tie to the calendar year. Although not lengthy (1-2 paragraphs), they are adequately detailed to enable fair evaluation of the idea.

### ***Proposal Selection***

During fall, the editor convenes a review panel to examine proposals. The review is aimed at choosing stories that fairly represent the year, while balancing the contributions from parks, program offices, and partners. Stories are selected for their prominence, importance, analytical nature, interest, and illustration of a theme. Once proposals are selected, usually in November, the editor contacts the author to discuss drafting the article (see "Editorial Matters" below), deadlines, illustrations, and other matters. Authors usually have about a month to write the first draft. Proposals not selected for development into articles may be used as the basis for short stories (see Table 1 below).

### **General Guidelines**

Guidelines for the article categories and their target lengths are detailed in Table 1, which follows.

All articles are succinct, journalistic, and analytical. They demonstrate a clear tie between the subject and the calendar year. They should avoid provincialism, sexism, acronyms, and abbreviations, and the material should be made as easily understandable as possible. Articles are written primarily in the active voice and in the third person. A catchy introduction often establishes the subject and its tie to the calendar year. The conclusion often communicates the importance of the subject matter to the future of resource management in the region or throughout the national park system. The title describes a result for the year. Captions retell the story's main points. Citations or bibliographic entries are inappropriate. A byline with contact information encourages readers to follow up with authors for further information.

### **Contact Information**

For all submissions, authors must provide the name(s) of the author(s), position title(s), park unit or other affiliation(s), and e-mail address(es).

### **Form of Submission**

Article proposals can be e-mailed to the editor (jeff\_selleck@nps.gov). Thereafter, an article should be sent to the editor as a digital file attached to an e-mail message. Use the body of the message as a cover letter. A second, less desirable method, is to mail (or fax) a double-spaced, laser-printed manuscript (11 point type or larger) accompanied by the digital file on a 3½" floppy disk, Zip disk, or CD-ROM. Illustrations may not be faxed.

### **Illustrations**

Much of the success of the *Year in Review* lies in the quality and number of illustrations chosen to accompany the articles. Therefore, authors are encouraged to submit several illustrations for evaluation and selection by the editor. Illustrations should tell the story of the article by showing engaging scenic views, plant and animals species, staff at work, research and resource management techniques, project equipment, or minor amounts of data. Photographs are preferable; line art, maps, charts, graphs, and technical drawings are also acceptable.

The preferred form of photographs is original, color transparencies (slides—any format), followed by color prints (send negatives with the prints if possible), and black and white prints (with negatives). Photographs from digital cameras are usually not acceptable; contact the editor to discuss this option. Computer-generated illustrations, such as charts and graphs, should be transmitted in their native file format (e.g., Microsoft Excel) and accompanied by an original (i.e., not photocopied) printout (approximately 8" x 10"). Other drawings should be forwarded in both their original (not photocopied) and digital formats. Contact the editor to discuss resolution, size, and other requirements for scanning drawings. Customized maps produced from GIS software should be exported in color at 600 pixels per inch resolution at a size of approximately 8" x 10". All digital illustrations must be in TIFF or EPS file formats (not JPG or GIF). Color information should be saved with the file (i.e., not converted to grayscale); LZW compression may be applied to the file.

Digital files can be forwarded on 3½" floppy disk, Zip disk, CD-ROM, or by FTP (file transfer protocol). Overnight or second-day delivery is the preferred method of shipping since it allows tracking of the materials. Call the editor to discuss necessary formats, resolution, and file transfer options if you have any questions. Label the electronic transfer medium with the article title and park name; label illustrations with article title, park name, and placement information (e.g., fig. 1). Please provide basic captions and credits and secure and forward copyright permissions as needed (contact the editor for assistance with permissions). Consult recent editions of the publication for guidance in preparing captions. Indicate whether materials should be returned.

### **Review**

The *Year in Review* employs a three-phase review process. (1) Article proposals are reviewed by a panel for acceptance and development for the report. (2) Once accepted and before submission, all articles about a park unit must be reviewed and approved by the area manager (Superintendent) of the unit and the appropriate Associate Regional Director for Resource Stewardship and Science or Natural Resource Program Center division chief. (3) Final copy for the report is reviewed by the Deputy Associate Director, Natural Resource Stewardship and Science, for policy matters.

### **Deadlines**

All copy and the accompanying illustrations are due to the editor at the time of the designated deadline.

### **Editorial Matters**

Authors can expect some direction from the editor in developing their proposals into articles. For example, the report may benefit if an article appropriately reflects a particular theme or trend identified for the year. A strong tie to the calendar year may need to be established or the article's analysis may need to be strengthened. In the manuscript review stage, articles are edited for grammar and clarity and are modified, as needed, to reflect the journalistic style of the report. All suggestions for substantive changes in content are discussed with the author. Despite careful planning and coordination, a very minor number of articles are not published.

## Contacting the Editor

Direct questions and comments to the editor of *Natural Resource Year in Review*:

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**Table 1. Guidelines for contributors to the *Natural Resource Year in Review***

Article Type	Description	Length	Illustrations
<b>Contributed Content</b>			
<b><i>Feature Articles</i></b>	Contemporary, analytical stories about significant natural resource management issues, trends, and activities in the national park system and the natural and social science management applications employed to perpetuate park resources. Strong tie to calendar year. Results oriented (notify editor if article reports GPRA results).	350-550 words (4-6 paragraphs)	Submit 5-15 for evaluation
<b><i>Short Stories</i></b>	Brief stories imparting news or updates of significant and interesting natural resource management and science issues, trends, events, and activities. Informative and analytical.	50-100 words (two sentences average)	Submit one
<b><i>Personnel Profiles</i></b>	Describes individual's involvement addressing significant research or natural resource management issue during calendar year; emphasizes energies, actions, and results. Not limited to NPS director's natural resource award winners.	110-160 words	Submit several showing individual, preferably in field
<b><i>Captions</i></b>	One- to two-sentence blurbs describing content of illustrations and their relationship to the subject matter of the article; often retells gist of story or imparts interesting, additional information.	10-50 words	Not applicable